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ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: PO/DDA
7D-10 Hdqrs.

EXTENSION

NO.

DATE

19 October 1978

STAT

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.

2.

3.

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15.

Attached are two reports reflecting FY-78 personnel movement in grades GS-04 through GS-13. The total instances of employee movement to a new or different position is a little startling, but the data should be reliable and with the exception of a very high number of movements in January 1978 the monthly totals are reasonably consistent. The large number of employee movements strongly supports a position against requiring a vacancy notice for all positions as they become vacant. Such a requirement would result in a very chaotic, impossible administrative burden.

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DD/A Registry

78-3635/1

13 OCT 1978

MEMORANDUM FOR: Deputy Director for Administration
Deputy Director for National Foreign Assessment
Deputy Director for Operations
Deputy Director for Science and Technology
Chairman, Executive Career Service Board

FROM : F. W. M. Janney
Director of Personnel

SUBJECT : Agency-wide Vacancy Notice System

REFERENCES : (a) Memo for DDCI fr D/Pers dtd 14 Sep 78,
subj: Vacancy Notice System
(b) Multi adse memo fr DDCI dtd 5 Oct 78,
subj: Follow-Up [REDACTED]
29-30 September

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1. This paper is supplemental to reference (a) memorandum, a copy of which was provided to your senior personnel officers on 6 October 1978. Reference (b) requests your comments on that memorandum, and we have been asked to provide you with various options and considerations in connection with your review of the proposal to expand the present Agency Vacancy Notice System to a mandatory, Agency-wide program.

2. A concern of senior management is the development of managers and employees who are aware of and familiar with the activities of the Agency across Directorate lines, as well as ensuring all employees are aware of the various assignment possibilities. One way of providing this broader base of experiences for personnel and achieving an integration of employees with across-the-board Agency activities would be a program offering employees the opportunity for assignment to positions in offices and Career Services other than in the area of their current assignment. The new formal and the existing informal programs are not considered sufficient to the purpose.

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3. There are various options for expansion of the current Vacancy Notice System, most of which would require some adjustment in the present assignment procedures and perhaps in the Career Service designation system. The scope of the changes would depend on the breadth of the vacancy notice program; the broader the advertising, the more changes in employee administration and career development policies and procedures will occur. In responding to the reference (b) request you need not limit your comments to the options herein, but include any others deemed feasible, as well as the impact of proposed changes on your current policies and procedures.

4. Following are a number of options which might be included in an Agency-wide mandatory Vacancy Notice System. They are not mutually exclusive.

a. All entry-level positions for each discipline and profession. (PMCD, in coordination with the Career Services, would identify the specific positions.)

b. All positions which have a subcategory code common to most of the Career Services, such as secretaries, mail and file clerks, ADP personnel. A preliminary list is attached.

c. All supergrade positions in the Agency.

d. All supergrade manager positions. Specialist positions would not be included.

e. All positions, regardless of category, grade or Career Service designation.

5. Establishment of a broader and mandatory Vacancy Notice System which crosses Career Service lines in any aspect raises questions for personnel management in a number of areas in relation to current policies and procedures, and must be addressed before making any major changes in the system. The nature and size of the concerns relate directly to the scope of the proposed system, but all have to do with the administration and career development of employees, including the evaluation and competitive promotion system.

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6. If the expansion is limited to the entry-level positions and the lower-graded clerical/secretarial positions, there would be little need of change in the Career Service personnel management procedures. There would be impact, however, on the recruitment/applicant process. Guide rules would have to be developed to determine when a position becomes available for outside recruitment and not subject to subsequent or follow-up vacancy notice requirements. Possible impact on the recruitment of women and minority professionals would also be a matter of concern although we cannot now judge the extent.

7. If, however, certain positions become available for Agency-wide application by reason of their function (e.g., ADP or secretarial personnel) or grade (e.g., supergrades), or the system requires all positions be advertised, possible changes in some policies of Career Service designation, of responsibility for career counseling and development, for administration, and for competitive promotion must be considered.

a. How would any one of these options affect your career development program for individual employees; e.g., formal Upward Mobility Programs, PDP Developmental Roster?

b. What effect do you see on the competitive promotion process if assignments develop from a competitive selection program?

c. If the change is limited to a specific grade or function, should there be a separate Career Service for the groups, including allocation of ceiling for promotion headroom?

d. Would special procedures be required for Career Service screening of applicants before supervisor selection? What additional workload do you foresee? Would it be offset by reduction of career management functions now performed?

e. Would procedures be required to monitor selection to ensure the most qualified applicant is selected? What problems would consistent in-house selections have for the purpose of the Vacancy Notice System?

[Redacted Signature Box]

F. W. M. Jarney

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POSITION TITLES USED IN ALL DIRECTORATES AND DCI AREA

<u>Position Title</u>	<u>Sub-Category</u>	<u>DCI</u>	<u>DDA</u>	<u>DDO</u>	<u>NFAC</u>	<u>DDS&T</u>
Intel Analyst-Gen	P		X	X	X	X
Clerk Typing	C		X	X	X	X
Clerk	C		X	X	X	X
Intelligence Asst	C		X	X	X	X
Records Clerk	C	X	X	X	X	X
Cable Analyst	C		X	X	X	X
Info Control Clerk	C	X	X	X	X	X
Info Control Clk-Typ	C		X	X	X	X
Info Control Asst	C	X	X	X	X	X
Info Control Officer	P	X	X	X	X	X
Info Cont Asst Sup	C		X	X	X	X
Info Cont Spec Sup	C	X	X	X	X	X
Clerk Stenographer	C		X	X	X	X
Secretary-Steno	C	X	X	X	X	X
Secretary-Typing	C	X	X	X	X	X
Secretary	C		X	X	X	X
Clerk Typist	C	X	X	X	X	X
Publications Typist	C		X	X	X	X
Prod Cont Spec-Auto	T		X	X	X	X
Admin Assistant	C		X	X	X	X
Planning Officer	P		X	X	X	X

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Records Admin Of	P		X	X	X	X
Data Transcriber	C		X	X	X	X
Data Transcriber Sup	C		X	X	X	X
Editorial Asst	C		X	X	X	X
Statistical Asst	C		X	X	X	X
Courier	C		X		X	X
Info Receptionist	C		X		X	X
Records Supervisor	C		X	X	X	
Info Control Spec	C		X	X	X	
Systems Analyst	P		X	X	X	
Records Analyst	P	X	X	X		
Electronic Engineer	P		X	X		X
Illustrator-General	T		X		X	X
Vis Info Spec	P		X		X	X
Publications Officer	P		X	X	X	X
Librarian	P	X	X		X	X
Library Asst	C	X	X		X	X
Archivist	P		X	X		
Comp Sys Analy-Prog						
Tape Librarian	C					
Computer Programmer	P					

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<u>Position Title</u>	<u>Sub- Category</u>	<u>DCI</u>	<u>DDA</u>	<u>DDO</u>	<u>NFAC</u>	<u>DDS&T</u>
Computer Technician	T					
Computer Systems Analyst	P					
Computer Spec	P					
Computer Operator	T					

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